



Martin J. Chavez, Mayor

**City of Albuquerque**  
**Environmental Health Department**  
**Air Quality Division**

11850 Sunset Gardens S.W., Albuquerque, New Mexico 87121  
Phone: (505) 768-1972 Fax: (505) 768-1977



Alfredo R. Santistevan, Director

**Smoke Management Program PB-1 Registration Form**  
**Grasslands, Shrub lands, and Forests**

This registration form shall be filled out completely by any users of prescribed fire that **intend to burn or do burn more than ten (10) acres, or more than 1,000 cubic feet but less than 5,000 cubic feet of pile volume of vegetative material per day or emits less than one (1) ton of PM<sub>10</sub> emissions per day.** The “Burner shall fill out this form completely no later than 10:00 am, one business day prior to the planned ignition of the burn project pursuant to 20.11.21.15.B (3) NMAC. Please send the completed registration form to the address above, or fax to (505) 768-1977, or send via email with electronic signature to [calbrecht@cabq.gov](mailto:calbrecht@cabq.gov).

Date(s) of prescribed burn: \_\_\_\_\_ Submittal Date: \_\_\_\_\_

Date received by Air Quality Division: \_\_\_\_\_

Burn Name: \_\_\_\_\_

ID Number: 04-\_\_\_\_\_ (Given after you submit this form. Write it down and keep for your records)

**CONTACT INFORMATION**

Name (Contact): \_\_\_\_\_ 24-hour contact (phone): 505-\_\_\_\_\_

Government Agency or Company Name (if applicable): \_\_\_\_\_

Contact Address: \_\_\_\_\_ FAX (if available): 505-\_\_\_\_\_ E-mail (if available): \_\_\_\_\_

City: \_\_\_\_\_ State: New Mexico Zip: \_\_\_\_\_

Project type: ☐ Federal ☐ State ☐ Municipal ☐ Private

**BURN LOCATION INFORMATION**

County: Bernalillo Latitude (decimal degrees): \_\_\_\_\_ Longitude (decimal degrees): \_\_\_\_\_

Elevation (feet): \_\_\_\_\_

If latitude/longitude is not available, you can provide UTM or Township, Range, and Section instead.

UTM North: \_\_\_\_\_ UTM East: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_

Will the burn projects be conducted within a one-mile radius of a population? ☐ Yes ☐ No

If yes, please refer to “Requirement 5” on page 3 of this registration form.

**VEGETATION TYPE (Check appropriate/best fit box(es))**

☐ Grass ☐ Shrub ☐ Forest

Purpose of the prescribed burn: ☐ Restoration or ☐ Maintenance ☐ Wildland Fire Use

Time of Year Expected to Burn (check all that apply)

☐ March-May ☐ June-August ☐ September-November ☐ December-February

**ACREAGE, PILE VOLUME AND FUEL LOADING:****Acreage Burn Only:**

Number of acres to be burned: \_\_\_\_\_ acres  
Maximum daily acreage \_\_\_\_\_ acres  
Expected Burn Duration in Days: \_\_\_\_\_ days  
Calculated PM<sub>10</sub> emissions tons per day (tpd): \_\_\_\_\_ tpd of PM<sub>10</sub>

**For Pile Burn Only:**

Total projected pile volume: \_\_\_\_\_ cubic feet  
Maximum daily pile volume: \_\_\_\_\_ cubic feet  
Expected Burn Duration in Days: \_\_\_\_\_ days  
Calculated PM<sub>10</sub> emissions tons per day: \_\_\_\_\_ tpd of PM<sub>10</sub>

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date(s) Planning to Burn							
Daily Acres							
Daily Pile Volume (cubic feet)							

**Total Fuel Loading by Vegetation Type (tons/acre). Use appropriate/best fit fuel type.**

	Acres	Tons/Acre		Cubic Feet
<b>Grass:</b>			<b>Piled Material:</b>	
			Clean Piles	
<b>Forest:</b>			Average Piles	
Hardwood			Tractor Piles	
Mixed Conifer			Crane Piles	
Douglas Fir				
Ponderosa Pine				
Juniper				
Heading Pine				
Backing Pine				
<b>Shrub:</b>				
Sagebrush				
Chaparral				
Heading Chaparral				

**Requirements:** The following requirements shall be met for all PB-I burns.

1. The burner shall burn only under appropriate dispersion conditions. In order to accomplish this objective, **the burner shall follow one of the following (Select one):**

☐ **The burner shall:**

- a. Ignite burns only during the hours from one hour after sunrise until one hour before sunset and shall conduct burn projects at least 300 feet from any occupied dwelling, workplace, or place where people congregate, which is on property other than the burn project location.

The burner may apply for a waiver of these requirements by submitting a written application for waiver to the department **no fewer than two weeks** prior to the planned burn project. The burner shall document the reasons for requesting the waiver in the application for a waiver.

or

☐ **The burner shall:**

- b. Only burn during times when the ventilation index category is rated “good” or better
  - i. the burner may apply for a waiver of this requirement by submitting a written application for waiver to the department **no later than 10:00 a.m. one business day** prior to the planned burn project
  - ii. the burner shall document the reasons for requesting the waiver in the application for a waiver; **and**

Conduct visual monitoring and document the results in writing; the results shall evaluate:

- i. The smoke dispersion by recording characteristics of the smoke (e.g., color, density)
- ii. The general compass direction of dispersion
- iii. The patterns of vertical dispersion
- iv. The duration of the smoke plume(s), and corresponding time-of-day information
- v. Use of onsite instruments to record the wind speed and direction is encouraged;
- vi. **No later than six months** after the burn project, the burner shall submit records of these results to the department
- vii. For burn projects planned to be conducted within a one mile radius of a population, the department may require the burner to notify the department no later than two business days prior to the planned burn project so that the department may determine whether to conduct instrument monitoring, in addition to the visual monitoring conducted by the burner; and the need for instrument monitoring by the department shall be determined by the department on a case-by-case basis.

2. **The burner shall notify the local fire authorities prior to igniting a burn.**

3. **No later than 10:00 a.m. one business day prior to the planned ignition of the burn project, the burner shall register the burn project with the department on this registration form.**

- i. Prior to igniting the burn project, if the burner has not received the registration number, the burner shall make a good faith effort to contact the department to obtain the registration number.
- ii. If the burner is not able to obtain a registration number before igniting the burn, the burner shall obtain a registration number from the department as soon as possible.
- iii. For burn projects longer than seven consecutive days, the burner shall notify the department every seven days when burning is to be conducted under that burn project registration.
- iv. The burner shall not burn more area or volume than the burner has included in the registration form submitted to the department.

4. No more than two weeks following completion of the burn project, **the burner shall submit a completed burn project tracking form to the department on a tracking form obtained from department.**
5. For burn projects conducted within a one-mile radius of a population, the burner shall comply with the following requirements in addition to complying with all other applicable requirements of Subsection B of 20.11.21.15 NMAC:
  - a. the burner shall conduct visual monitoring and document the results. The results shall evaluate:
    - i. The smoke dispersion by recording characteristics of the smoke (e.g., color, density),
    - ii. The general compass direction of dispersion
    - iii. The patterns of vertical dispersion
    - iv. The duration of the smoke plume(s), and corresponding time-of-day information
    - v. Use of onsite instruments to record the wind speed and direction is encouraged;
    - vi. Documentation through use of photographs, with the date, time, and other relevant information noted on the photographs, is also encouraged
    - vii. **No later than six months** after the burn project, the burner shall submit records of these results to the department;

**And;**

- b. no fewer than two days prior to, and no earlier than 30 days in advance of igniting a burn project, the burner shall:
  - i. Conduct public notification of any population(s) within a one-mile radius of the burn project in advance of igniting the burn project
  - ii. The method of notification shall be an advertisement in a newspaper of general circulation in the area where the burn will take place, and/or other means, as approved by the department to assure adequate notice to the affected public.

**Pursuant to 20.11.21.15.A NMAC,** Only vegetative material shall be burned, with the following exceptions,

1. Auxiliary fuel or incendiary devices may be used to start the burning authorized provided that.
  - a. No oil heavier than No. 2 diesel shall be used, and
  - b. No more than the minimum amount of auxiliary fuel necessary to start the fire shall be used.
2. Polyethylene sheeting may be burned with the vegetative materials, provided that:
  - a. The sheeting has been covering piled vegetative material for a least one month prior to burning, and
  - b. The amount of sheeting burned is not more than the minimum necessary to cover the pile, and
  - c. Removal of the sheeting before burning is impractical, and
  - d. The burner is able to provide evidence, such as purchase records or package labeling, that establish the sheeting is polyethylene and not some other form of plastic.